

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: September 23, 1999

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **VOLUNTARY SOLICITATION DATABASE**

TO: All ORO Employees

In March 1998, a voluntary solicitation database (VSD) was established to enable employees interested in reassignment or detail to another organization in the Oak Ridge Operations Office (ORO) to register for consideration online via the Human Resources Division web site. Since that time, several current ORO organizations have undergone name changes and some new organizations have been established. As a result, the VSD template has been updated to accommodate these changes.

In order to assure the continued integrity of the information contained in the database, **all employee registrations received to date have been retired**. Employees who desire future consideration for details or reassignments to other ORO organizations should input registration information into the VSD at <http://www-internal.oro.doe.gov/pmab/Solicitation/default.htm> using their 3 character user-ID and password for access. Employees at some off-site locations may have difficulty accessing the internal web site due to security measures which are necessary to protect the integrity of the data. Those who encounter difficulty may print a copy of the form at <http://www.oro.doe.gov/pmab/Employment/Employment.htm> and fax it to the Personnel and Management Analysis Branch (PMAB) for entry at (423) 576-9190. Employee registration can be completed at any time; there is no need to submit an application or resume. After qualifications are reviewed by PMAB staff, selecting officials will assess related experience by reviewing each interested employee's official personnel file. Employees may, at any time, request that their name be removed from the VSD by contacting their Personnel Management Specialist. No referrals of employees will be provided to requesting supervisors prior to September 30, 1999, in order to give employees time to register.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch